

# BUSINESS PASS APPLICATION

NAVSTA NORVA (NBP) 5512/8 (Rev. 1/84)

Ref: COMNAVBASE NORVA INST. 5510.25

FROM: (Last, first and middle name of applicant)	DATE
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TO: Commanding Officer, Naval Station, Norfolk, Virginia 23511  
(Name, address and telephone number of company)

VIA: (1)  
(Nature of company's business)

(2)  
(Sponsoring Command or Activity)

I. It is requested that an access pass be issued to me for the purpose of entering the Naval Station/Naval Air Station, Norfolk to provide service/transact commercial business at/onboard \_\_\_\_\_ if authorized by the head of that activity/command. I understand that general soliciting on the Naval Station/Naval Air Station is prohibited and that business may not be transacted on board ship unless approved by the ship's commanding officer.

2. Personal information regarding me is as follows:

LOCAL RESIDENCE (Street and City)	HOME PHONE	SOCIAL SECURITY NO.
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DATE AND PLACE OF BIRTH	SEX	AGE	EYES	HAIR	WT.	HT.
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CITIZENSHIP STATUS				
U. S. CITIZEN	NATIVE	If Naturalized, Certificate No.	If Derived, Parents Certificate No(s).	DATE, PLACE, AND COURT
<input type="checkbox"/> YES	<input type="checkbox"/> YES <input type="checkbox"/> NO			
IMMIGRANT ALIEN	REGISTRATION NO.	NATIVE COUNTRY	PASSPORT/VISA	DATE AND PORT OF ENTRY
			N O.	
			COUNTRY	

MILITARY SERVICE					
COUNTRY	SERVICE	COMPONENT	DATE		TYPE DISCHARGES OR SEPARATIONS GRADE AND SERIAL NUMBER
			FROM	T O	
POSITION WITH COMPANY			SIGNATURE OF APPLICANT		

FIRST ENDORSEMENT \_\_\_\_\_ Date \_\_\_\_\_

(Name of Company)

FROM:

TO: Commanding Officer, Naval Station, Norfolk, Virginia

(Sponsoring Command or Activity)

VIA:

1. Forwarded.  
2. I hereby certify that the applicant is an employee of this company. If the applicant's affiliation with this company is terminated, the pass issued to him/her will be recovered by me or my designated representative and returned to the issuing office for cancellation, with reason for termination of affiliation. I am aware that if the applicant violates any Federal laws applicable to Navy reservations, Naval Station or Naval Air Station regulations, it may result in suspension of this company's privilege to transact business on the Navy reservation.

TITLE OF COMPANY OFFICIAL	SIGNATURE OF COMPANY OFFICIAL
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SECOND ENDORSEMENT

Date \_\_\_\_\_

(Sponsoring Command or Activity)

FROM: \_\_\_\_\_

TO: Commanding Officer, Naval Station, Norfolk, Virginia 23511

1. Forwarded, recommending issuance of access pass to applicant. It is requested that the pass be valid for the period indicated below:

FROM \_\_\_\_\_ TO \_\_\_\_\_

(Not to exceed 12 months)

2. Applicant's company qualifies in accordance with Article 1109 of COMNAVBASE NORVA INST 5510.25 Series to transact business/service at this command/activity. Excerpts from Article 1 109 (below) were read and understood.

Second Endorsement must be signed by the CO, XO or Department Head who is signing by direction of CO. Name and title must be typed under signature.

SIGNATURE: \_\_\_\_\_

PHONE NO. \_\_\_\_\_

EXCERPTS FROM ARTICLE 1109 OF COMNAVBASE NORVA INSTRUCTION 5510.25

Article 1109. Admission of Personnel, Visitors and Civilian Guests to Naval Station and Naval Air Station, Norfolk.

"h. Employees of Civilian Business Concerns.

(2) The issuance of business passes to the Naval Station and Naval Air Station, Norfolk, Virginia, will be limited to representatives of firms conducting public business, or furnishing services or commodities essential to the proper functioning of these activities, their tenants, and- ships berthed in this area, whose frequency of business visits is once per week or more often.

(a) General Procedures.

3. All business passes will be issued to be valid only for the period of time necessary to complete the business, up to a limit of 12 months. This should be specified by the activity endorsing the application. Upon expiration, passes will be renewed following the same procedures as for the initial issue.

4. The sponsoring command or activity is responsible for determining if applicants for business passes meet the requirements of this Instruction as to eligibility and that their relatively unrestricted access to NAVSTA/NAS is in the best interest of the Navy. To this end, particular attention should be given to the reputation of the individual and the firm he represents before favorably endorsing an application.

5. Commanding officers and officers in charge should not delegate authority to endorse business pass applications any further than absolutely necessary for administrative efficiency; this should not be below head of department level. Favorable endorsement of an application indicates that the sponsoring command or activity accepts a degree of responsibility for the actions of the applicant and/or his firm while on the NAVSTA/NAS.

6. The Commanding Officer, Naval Station, Norfolk will not approve for issue business passes to applicants if it appears that their applications have been endorsed by unauthorized persons, the nature of their business is questionable, or the occasions of visiting are not of sufficient frequency to warrant a business pass. Any appeals from this decision must be made in writing to Commander, U.S. Naval Base, Norfolk, Virginia.

7. Any command or activity which has endorsed a commercial representative for a business pass may withdraw its endorsement at any time by notifying the Commanding Officer, U.S. Naval Station, Norfolk, who will initiate action to recover and cancel the pass.

9. The manager of the Navy **Resale System Office, located at the Naval Supply Center, Norfolk, Bldg. W-135**, will be the only authorized sponsor of business applicants conducting business aboard ships berthed in the area.

10. The Fleet Assistance Programs Office, Commander, Surface Force, U.S. Atlantic Fleet, located at the CINCLANT Compound, Bldg. NH-21, will be the only authorized sponsor of business applicants conducting business, other than as specified in 9 above, aboard ships berthed in the area.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

\_\_\_\_\_  
Signature of Applicant